***NC WISE Reporting Hub INSTRUCTIONS/STEPS***

Logon to the NCWISE Reporting Hub

* <https://reportinghub.ncwise.org/login.jsp>
* NC WISE Reporting Hub is still **available** to:
  + NC WISE LEA coordinator
  + NC WISE school data manager
  + Principal

Report Names:

The NC WISE reports to be used in the Graduation Resiliency process are called the “*Early Warning Reports*”.

* 9th Grade Dropout Early Warning Report
* 10th Grade Dropout Early Warning Report
* 11th Grade Dropout Early Warning Report
* 12th Grade Dropout Early Warning Report

Adding Reports to Your Preferred Report List

* The Early Warning reports must be added to your “preferred” list of reports in the **Reporting Hub**.
* If these reports are **not** on your preferred list (Check for the reports on the “run reports” tab under school reports.), then they should be added.
* **To add a report**, go-to the “report search tab”. Enter the word “warning” in the search box for the title. The following reports should display on the list of reports that have “warning” in the title.
* Click the **checkbox** beside each report and Click “Add to my preferred Reports”
* **Select** the “run reports” tab” on the upper right of the screen.
* The new reports should appear on your list of available reports (at the school level) in the “run reports” **tab.**

To Run a Report

* Select the “run reports” **tab.**
* Open the School level queries list on the left (**click the plus sign** (+) beside “school level queries”.
* **Locate** the appropriate “Dropout Early Warning” report in the list **and select.**
* The data will **display on the right** side of the screen.
* **Note:**  For an LEA, the report may automatically run for the admin school. *If this happens no data will display*. After this execution completes—select the appropriate school from the list of schools, and the query will execute for the chosen school.
  + ***Report executes and results display***

To download the data to MS Excel with column headers:

* From the options across the upper right side of the display, **select** the column headers option to retain the header information
* **NOTE**: Separator defaults to comma (csv)
* **Click** on “download extract”
* From the file pop-up, choose “save” to **save to your PC**
* **Open with MS Excel**